

# STATE PROCUREMENT OFFICE

## TIMELINE FOR COMPETITIVE PURCHASES OF SERVICE METHOD OF PROCUREMENT FOR HEALTH AND HUMAN SERVICES CHAPTER 103F, HRS

This timeline is to plan and coordinate the request for proposals (RFP) process among state purchasing agencies for contracts effective on or after July 1, 2005.

| Activity  | Dates   |
|---|---|
| Planning Activities   | January – September 2004<br>(Reference: Chapter 3-142, HAR)   |
| Requests for Information  | January – Mid September   |
| Consolidated Report of Planned Purchases by SPO                             | July 2004   |
| Public Notice Announcing RFPs   | <b>October 12, 2004</b>   |
| Distribution of RFPs  | October 12, 2004 – January 14, 2005   |
| RFP Orientation Sessions  | October – Early November 2004   |
| Addenda to RFPs<br>(As Needed)  | Within ten working days prior to or within a sufficient time before the submittal deadline.<br>(Reference: §3-143-301, HAR) |
| Submission of Questions by Applicants Before Submittal Deadline (As Needed) | Within a reasonable time before submittal deadline<br>(Reference: §3-143-402, HAR)  |
| Response to Applicants' Questions (As Needed)                               | State Agencies shall promptly respond<br>(Reference: §3-143-402, HAR)   |
| <b>Proposal Submittal Deadline</b>  | <b>January 14, 2005</b><br>(Reference: §3-143-204, HAR)   |
| Register of Proposals   | Within 10 working days or a reasonable time after proposal submittal deadline<br>(Reference § 3-143-615, HAR)               |
| Proposal Evaluation Period  | Mid January - March 2005<br>(Reference: §3-143-205, HAR)  |
| Final Revised Proposals (As Needed)   | Late January –February 2005<br>(Reference: §3-143-607, HAR)   |
| Provider Selection and Award  | March - April 2005<br>(Reference: §3-143-206, HAR)  |
| Notice of Statements of Finding and Decision to Applicants                  | March – April 2005<br>(Reference: §3-143-303, HAR)  |
| Protest and Request for Reconsideration (As Needed)                         | March - Early May 2005<br>(Reference: Chapter 148, HAR)   |
| Contract Development  | March – Mid May 2005<br>(Reference: Chapter 149, HAR)   |
| Contract Mailed to Provider for Signature                                   | On or about May 16, 2005  |
| Contract Executed   | On or about June 24, 2005   |
| Contract Start Date   | July 1, 2005  |

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**Exceptions**

| Purchasing Agency  | Service  | RFPs Available                  | Proposal Submittal Deadline |
|--|--|---------------------------------|-----------------------------|
| Department of Human Services<br>Social Services Division                             | Child Welfare Services<br>Adult Community Care<br>Services | September 8, 2004               | December 10, 2004           |
| Department of Human Services<br>Benefit, Employment and<br>Support Services Division | Various services   | December 2004-<br>February 2005 | TBA                         |